



The Helena Public Schools educate, engage, and empower each student to maximize his or her individual potential with the knowledge, skills and character essential to being a responsible citizen and life-long learner.

Board of Trustees Meeting

Lincoln Center | 1325 Poplar St. | Helena MT. 59601

Tuesday, May 17th, 2022 - 5:30 p.m.

Lincoln Board of Trustees Conference Room and
via TEAMS

<https://teams.microsoft.com/l/meetup-join>

AGENDA

I. CALL TO ORDER /PLEDGE OF ALLEGIANCE

II. REVIEW OF AGENDA

III. GENERAL PUBLIC COMMENT

This is the time for comment on public matters that are not on the agenda. Public matters do not include any pending legal matters, private personnel issues or private student issues. Please do not attempt to address such issues at this time or you will be ruled out of order. The Board cannot enter into a discussion during General Public Comment.

IV. NEW BUSINESS

A. Canvass of Election Results

1. Canvas of Election Results and Issue Certificates of Election (Elementary)
2. Canvass of Election Results and Issue Certificates of Election (High School)

B. Oath of Office for 2022-2023 Elected Trustees

C. Organization of the Board of Trustees

1. Appointment of Board Chair
2. Appointment of Board Vice Chair
3. Appointment of District Clerk

V. BOARD COMMENTS

VI. ADJOURNMENT

Board of Trustees Work Session

Canvass election results and issue certificates of election



IV. NEW BUSINESS

A. Canvass of Election Results

1. Canvass of Election Results and Issue Certificates of Election (Elementary)
 2. Canvas of Election Results and Issue Certificates of Election (High School)
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Background:

The annual regular school election was held on Tuesday May 3, 2022. Pursuant to 20-20-415, MCA, at the first regular or special meeting after receiving the certified tally sheets and no later than 25 days after the election, trustees must canvass the election results. After the canvass of the total votes cast, trustees must issue a certificate of election. In the case of a trustee election, the certificate must be issued to the elected trustee and the county superintendent, designating the term of the trustee position. In the case of an election on a proposition, the trustees must issue a certificate specifying the outcome of the election.

Considerations:

- The County Election Office provided the attached tally sheets on May 11, 2022.
 - Highlights:
 - Total registered voters in the elementary were 39,804. Total ballots issued were 34,108. Total ballots tabulated were 15,324 with a total voter turnout of 39.21%.
 - Total registered voters in the high school were 41,153. Total ballots issued were 35,990. Total ballots tabulated were 16,055 with a total voter turnout of 39.01%.
- The election results were also provided by the county elections office on May 11, 2022.
 - Highlights:
 - Kay Satre, Siobhan Hathhorn, and Lois Fitzpatrick received the most votes for the three vacant K-12 seats with Kay Satre receiving 8,098 votes (21.71%), Siobhan Hathhorn receiving 7,364 votes (19.74%) and Lois Fitzpatrick receiving 4,931 votes (13.22%).
 - The elementary general fund levy proposition passed with a margin of 52.18%.
 - The high school general fund levy proposition passed with a margin of 50.05%.
- Katrina Chaney, County Superintendent of Schools will administer the oath of office to elected trustees.

Superintendent recommendation:

Canvass the election results, issue the certificates of election, and administer the oath of office to elected trustees.

	Reporting by Ballot Styles in Election								Reporting by Districts in Election				
	Total	EL01 HS01			EL04 HS01		K-1209	K-1209 TLF	Total Helena Elementary School District	Total Helena High School District	Total East Helena School District	Total Tri-Lakes Fire Service Area	Total Canyon Creek Fire Service Area
		EL01 HS01	TLF	EL04 HS01	CCF	EL13 HS01							
Registered Voters including inactive voters	48522	37947	1137	1180	300	589	4739	2630	39084	41153	7369	3767	300
Less Inactive Voters	5875	4899	77	115	25	47	510	202	4976	5163	712	279	25
Active Register Voters	42647	33048	1060	1065	275	542	4229	2428	34108	35990	6657	3488	275
MT Votes Counts													
Total Ballots Issued	42647	33048	1060	1065	275	542	4229	2428	34108	35990	6657	3488	275
Sent (not returned)	22704	16726	526	662	120	275	2774	1621	17252	18309	4395	2147	120
Received										0	0	0	0
Processed/Rejected	311	234	13	14	6	4	25	15	247	271	40	28	6
Rejected - No Signature	35	27	0	2	1	0	4	1	27	30	5	1	1
Rejected - Signature Did Not Match	67	50	0	0	3	1	10	3	50	54	13	3	3
Rejected - Late for Election	209	157	13	12	2	3	11	11	170	187	22	24	2
Rejected - Other	0	0	0	0	0	0	0	0	0	0	0	0	0
Processed/Void	233	186	7	4	3	2	23	8	193	202	31	15	3
Undeliverable	1304	1058	17	27	9	24	110	59	1075	1135	169	76	9
Processed/Accepted	18083	14834	497	357	137	237	1296	725	15331	16062	2021	1222	137
Election Staff and Election Judge Counts													
Total Affirmation Envelopes	18083	14835	496	357	137	237	1296	725	15331	16062	2021	1221	137
Total Secrecies Removed from Affirmation Envelopes	18082	14834	496	357	137	237	1296	725	15330	16061	2021	1221	137
Total Secrecy Envelopes Received for Opening	18082	14834	496	357	137	237	1296	725	15330	16061	2021	1221	137
Rejected Ballots	7	6	0	0	0	0	0	1	6	6	1	1	0
Accepted Ballots	18075	14828	496	357	137	237	1296	724	15324	16055	2020	1220	137
Total Accepted for Counting by Tabulators	18075	14828	496	357	137	237	1296	724	15324	16055	2020	1220	137
Ballots Counted on DS850													
Ballots Cast	18075	14826	498	357	137	237	1296	724	15324	16055	2020	1222	137
Blank Ballots Cast	6	1	0	1	0	0	2	2	1	2	4	2	0
Difference*	0	2	-2	0	0	0	0	0	0	0	0	-2	0
Voter Turnout	37.25%	39.07%	43.80%	30.25%	45.67%	40.24%	27.35%	27.53%	39.21%	39.01%	27.41%	32.44%	45.67%

***Explanation of Difference:**

The staff that separated the secrecy envelopes from affirmation envelopes documented 336 affirmation envelopes in the tray with batches 342 to 362 in ballot style EL01 HS01. This is consistent with the MT Votes report for tray with batches 342 to 362 in ballot style EL01 HS01.

The election judges who opened and removed ballots from the secrecy envelopes in tray with batches 342 to 362 in ballot style EL01 HS01 documented 335 secrecy envelopes. The judges documented that 1 affirmation envelope only contained instructions and did not include a secrecy envelope.

2 EL01 HS01 TLF ballots were issued to 2 people that should have received EL01 HS01 ballots. The net result is zero, but is a result of human-error and failure to accurately follow procedures.

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 05/17/2022

Items IV.A.1

Canvass of Election Results

Oath of Office for 2022-2023 Elected Trustees

Organization of the Board of Trustees

Item Title: 1. Canvass of Elections Results and Issue Certificates of Election (Elementary)

Board Action	1st Motion	Second	Aye	Nay	Other
Muszkiewicz					
Hathorn					
Beaver					
Goldes					
McKee					
McEwen					
Walsh					
Armstrong					

Canvass of Votes and Declaration of Results

CANVASS OF VOTES CAST AT THE HELENA ELEMENTARY/HIGH SCHOOL DISTRICT NO. 1 ELECTION, LEWIS AND CLARK COUNTY, ON THE 3th DAY OF May, 2022.

Office or Issue: Three-year term (Vote for 2)

CANDIDATE	NUMBER OF VOTES
Robert J. Durrant	3,200
Lois A. Fitzpatrick	4,931
Matt Gorecki	980
Greg L. Guthrie	3,956
Siobhan Hathhorn	7,364
Kalli Kind	4,261
John H. McEwen	4,275
Kay Satre	8,098
Write-In Totals	242
Overvotes	39
Undervotes	8,626

Total Votes Cast: 37,307

Office or Issue: Elementary General Fund Mill Levy

POSITION	NUMBER OF VOTES
FOR the Additional Levy	7,868
AGAINST the Additional Levy	7,210
Overvotes	4
Undervotes	242

Total Votes Cast: 15,078

We hereby certify that this constitutes a full, true and complete canvass of the number of votes cast, and declaration of results of Helena Elementary/High School District, No. 1, Lewis and Clark County for the offices/issues enumerated and we hereby declare elected the individuals listed receiving the highest number of votes.

Attest my hand this 17th day of May, 20 22.

Trustee: _____ Trustee: _____

Trustee: _____ Trustee: _____

Trustee: _____ Trustee: _____

Trustee: _____

District Clerk: _____

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 05/17/2022

Items IV.A.2

Canvass of Election Results

Oath of Office for 2022-2023 Elected Trustees

Organization of the Board of Trustees

Item Title: 2. Canvass of Election Results and Issue Certificates of Election (High School)

Board Action	1st Motion	Second	Aye	Nay	Other
Muszkiewicz					
Hathhorn					
Beaver					
Goldes					
McKee					
McEwen					
Walsh					
Armstrong					

Canvass of Votes and Declaration of Results

CANVASS OF VOTES CAST AT THE HELENA HIGH SCHOOL DISTRICT NO. 1 ELECTION, LEWIS AND CLARK COUNTY, ON THE 3th DAY OF May, 2022.

Issue: High School General Fund Mill Levy

POSITION	NUMBER OF VOTES
FOR the Additional Levy	7,887
AGAINST the Additional Levy	7,872
Overvotes	2
Undervotes	294

Total Votes Cast: 15,759

We hereby certify that this constitutes a full, true and complete canvass of the number of votes cast, and declaration of results of Helena High School District, No. 1, Lewis and Clark County for the issue enumerated.

Attest my hand this 17th day of May, 20 22.

Trustee: _____ Trustee: _____

Trustee: _____ Trustee: _____

Trustee: _____ Trustee: _____

Trustee: _____ Trustee: _____

District Clerk: _____

CERTIFICATE OF ELECTION FOR PROPOSITION

ELEMENTARY GENERAL FUND MILL LEVY

To the Lewis and Clark County Superintendent:

We, the undersigned trustees, certify that the taxpayers of Helena Elementary School District No. 1 of Lewis and Clark County, State of Montana, on the 3rd day of May, 2022, voted on the following proposition:

Shall the board of trustees be authorized to impose an increase in local taxes to support the general fund in the amount of one hundred sixty thousand three hundred two DOLLARS (\$160,302) per year which is approximately 1.34 mills, for the purpose of: the general operations of the district? Passage of this proposal will increase the taxes on a home with a market value of \$100,000 by approximately \$1.81 and on a home with a market value of \$200,000 by approximately \$3.62. The durational limit of the levy is permanent once approved by the voters, assuming the district levies that amount at least once in the next five years.

Number of votes for: 7,868

Number of votes against: 7,210

Trustee Name: Luke Muszkiewicz

Trustee Signature: _____

Trustee Name: Siobhan Hathhorn

Trustee Signature: _____

Trustee Name: Janet Armstrong

Trustee Signature: _____

Trustee Name: Terry Beaver

Trustee Signature: _____

Trustee Name: Libby Goldes

Trustee Signature: _____

Trustee Name: John McEwen

Trustee Signature: _____

Trustee Name: Jennifer McKee

Trustee Signature: _____

The proposition was thereby approved or disapproved.

*Signatures of Trustees of Helena Elementary School District No. 1

DATED this 17th day of May, 2022.

CERTIFICATE OF ELECTION FOR PROPOSITION

ELEMENTARY GENERAL FUND MILL LEVY

Canvassed results must be published once in a newspaper that will give notice to the largest number of people of the district. Send the certificate to the entity ordering the election within 15 days of the election, [20-20-416](#), MCA.

CERTIFICATE OF ELECTION FOR PROPOSITION

HIGH SCHOOL GENERAL FUND MILL LEVY

To the Lewis and Clark County Superintendent:

We, the undersigned trustees, certify that the taxpayers of Helena High School District No. 1 of Lewis and Clark County, State of Montana, on the 3rd day of May, 2022, voted on the following proposition:

Shall the board of trustees be authorized to impose an increase in local taxes to support the general fund in the amount of two hundred ninety thousand eight hundred thirty-six DOLLARS (\$291,836) per year which is approximately 2.21 mills, for the purpose of: the general operations of the district? Passage of this proposal will increase the taxes on a home with a market value of \$100,000 by approximately \$2.98 and on a home with a market value of \$200,000 by approximately \$5.97. The durational limit of the levy is permanent once approved by the voters, assuming the district levies that amount at least once in the next five years.

Number of votes for: 7,887

Number of votes against: 7,872

Trustee Name: Luke Muszkiewicz

Trustee Signature: _____

Trustee Name: Siobhan Hathhorn

Trustee Signature: _____

Trustee Name: Janet Armstrong

Trustee Signature: _____

Trustee Name: Terry Beaver

Trustee Signature: _____

Trustee Name: Libby Goldes

Trustee Signature: _____

Trustee Name: John McEwen

Trustee Signature: _____

Trustee Name: Jennifer McKee

Trustee Signature: _____

Trustee Name: Jennifer Walsh

Trustee Signature: _____

The proposition was thereby approved or disapproved.

*Signatures of Trustees of Helena High School District No. 1

DATED this 17th day of May, 2022.

CERTIFICATE OF ELECTION FOR PROPOSITION

HIGH SCHOOL GENERAL FUND MILL LEVY

Canvassed results must be published once in a newspaper that will give notice to the largest number of people of the district. Send the certificate to the entity ordering the election within 15 days of the election, [20-20-416](#), MCA.

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 05/17/2022

Items IV.B

Canvass of Election Results

Oath of Office for 2022-2023 Elected Trustees

Organization of the Board of Trustees

Item Title: Oath of Office for 2022-2023 Elected Trustees

CERTIFICATE OF ELECTION OF TRUSTEE

THIS IS TO CERTIFY that at the Annual School Election of the Helena Public School District No. 1 of Lewis and Clark County, State of Montana, held on the 3rd day of May, 2022, the candidate Lois A. Fitzpatrick was duly elected to fill the office of Trustee for the term of three years, beginning on the date of filing this certificate with the Lewis and Clark County Superintendent of Schools, but no later than the 10th day of June, 2022, and ending at the trustee organizational meeting in May 2025, or until a successor has been elected or appointed and has been qualified.

ISSUED this 17th day of May, 2022:

Board Chair: Luke Muszkiewicz

Board Chair Signature: _____

District Clerk: T. Janelle Mickelson

District Clerk Signature: _____

Helena Public School District No. 1, Lewis and Clark County, State of Montana

File the following oath with the county superintendent within fifteen (15) days of your receipt of this Certificate of Election. Upon completion of taking and filing the oath of office, you will have the rights and obligations of a Trustee of the School Board pursuant to Montana law and in accordance with [20-3-324](#), MCA. You will hold this position until your successor has been qualified.

OATH OF OFFICE

I do solemnly swear (or affirm) that I will support, protect and defend the Constitution of the United States, and the Constitution of the state of Montana, and that I will discharge the duties of my office with fidelity (so help me God).

Signature of Candidate: _____

Signed and sworn to before me this ____ day of _____, 20____, by Lois A. Fitzpatrick
Printed Name of Candidate

Signature of County Superintendent

Katrina Chaney
Printed name of County Superintendent

Canvassed results must be published once in a newspaper that will give notice to the largest number of people of the district. [20-20-416](#), MCA

CERTIFICATE OF ELECTION OF TRUSTEE

THIS IS TO CERTIFY that at the Annual School Election of the Helena Public School District No. 1 of Lewis and Clark County, State of Montana, held on the 3rd day of May, 2022, the candidate Siobhan Hathhorn was duly elected to fill the office of Trustee for the term of three years, beginning on the date of filing this certificate with the Lewis and Clark County Superintendent of Schools, but no later than the 10th day of June, 2022, and ending at the trustee organizational meeting in May 2025, or until a successor has been elected or appointed and has been qualified.

ISSUED this 17th day of May, 2022:

Board Chair: Luke Muszkiewicz

Board Chair Signature: _____

District Clerk: T. Janelle Mickelson

District Clerk Signature: _____

Helena Public School District No. 1, Lewis and Clark County, State of Montana

File the following oath with the county superintendent within fifteen (15) days of your receipt of this Certificate of Election. Upon completion of taking and filing the oath of office, you will have the rights and obligations of a Trustee of the School Board pursuant to Montana law and in accordance with [20-3-324](#), MCA. You will hold this position until your successor has been qualified.

OATH OF OFFICE

I do solemnly swear (or affirm) that I will support, protect and defend the Constitution of the United States, and the Constitution of the state of Montana, and that I will discharge the duties of my office with fidelity (so help me God).

Signature of Candidate: _____

Signed and sworn to before me this ____ day of _____, 20____, by Siobhan Hathhorn
Printed Name of Candidate

Signature of County Superintendent

Katrina Chaney
Printed name of County Superintendent

Canvassed results must be published once in a newspaper that will give notice to the largest number of people of the district. [20-20-416](#), MCA

CERTIFICATE OF ELECTION OF TRUSTEE

THIS IS TO CERTIFY that at the Annual School Election of the Helena Public School District No. 1 of Lewis and Clark County, State of Montana, held on the 3rd day of May, 2022, the candidate Kay Satre was duly elected to fill the office of Trustee for the term of three years, beginning on the date of filing this certificate with the Lewis and Clark County Superintendent of Schools, but no later than the 10th day of June, 2022, and ending at the trustee organizational meeting in May 2025, or until a successor has been elected or appointed and has been qualified.

ISSUED this 17th day of May, 2022:

Board Chair: Luke Muszkiewicz

Board Chair Signature: _____

District Clerk: T. Janelle Mickelson

District Clerk Signature: _____

Helena Public School District No. 1, Lewis and Clark County, State of Montana

File the following oath with the county superintendent within fifteen (15) days of your receipt of this Certificate of Election. Upon completion of taking and filing the oath of office, you will have the rights and obligations of a Trustee of the School Board pursuant to Montana law and in accordance with [20-3-324](#), MCA. You will hold this position until your successor has been qualified.

OATH OF OFFICE

I do solemnly swear (or affirm) that I will support, protect and defend the Constitution of the United States, and the Constitution of the state of Montana, and that I will discharge the duties of my office with fidelity (so help me God).

Signature of Candidate: _____

Signed and sworn to before me this ____ day of _____, 20____, by Kay Satre
Printed Name of Candidate

Signature of County Superintendent

Katrina Chaney
Printed name of County Superintendent

Canvassed results must be published once in a newspaper that will give notice to the largest number of people of the district. [20-20-416](#), MCA

Board of Trustees Work Session

Organization of the Board of Trustees, Election of Officers and Appointment of Clerk



IV. NEW BUSINESS

C. Organization of the Board of Trustees

1. Appointment of Board Chair
2. Appointment of Board Vice Chair
3. Appointment of District Clerk

Background:

Pursuant to 20-3-321, MCA, trustees must annually organize as a governing board of the district, no later than 25 days after the regular school election day and after the issuance of the election certificates to the newly elected trustees. At this organizational meeting, trustees elect presiding officers and appoint the clerk of the district.

Considerations:

- The Helena Public School's Board of Trustees recognizes two leadership positions, chairperson, and vice-chairperson.
- The chairperson is the presiding officer at all meetings and shall serve until the next organization meeting.
- If the chairperson is unable to attend or otherwise absent from a meeting, the vice-chairperson is the presiding officer for that meeting.
- The presiding officer of a board of trustees of an elementary district may be any trustee of the board, including an additional high school trustee. If an additional high school trustee is chosen to serve as the presiding officer of the board of trustees of an elementary district, the additional high school trustee may not vote on issues pertaining only to the elementary district.
- Pursuant to 20-3-325, MCA, trustees are required to employ and appoint a clerk of the district.

Superintendent recommendation:

Organize the board of trustees, elect a Chairperson and vice-chairperson, and appoint a clerk of the district.

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 05/17/2022

Items IV.C.1

Canvass of Election Results

Oath of Office for 2022-2023 Elected Trustees

Organization of the Board of Trustees

Item Title: 1. Appointment of Board Chair

Board Action	1st Motion	Second	Aye	Nay	Other
Muszkiewicz					
Hathhorn					
Beaver					
Satre					
McKee					
Fitzpatrick					
Walsh					
Armstrong					

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 05/17/2022

Items IV.C.2

Canvass of Election Results

Oath of Office for 2022-2023 Elected Trustees

Organization of the Board of Trustees

Item Title: 1. Appointment of Board Vice Chair

Board Action	1st Motion	Second	Aye	Nay	Other
Muszkiewicz					
Hathhorn					
Beaver					
Satre					
McKee					
Fitzpatrick					
Walsh					
Armstrong					

**HELENA SCHOOL DISTRICT
Board of Trustees Meeting**

Meeting Date: 05/17/2022

Items IV.C.3

Canvass of Election Results

Oath of Office for 2022-2023 Elected Trustees

Organization of the Board of Trustees

Item Title: 1. Appointment of District Clerk

Board Action	1st Motion	Second	Aye	Nay	Other
Muszkiewicz					
Hathhorn					
Beaver					
Satre					
McKee					
Fitzpatrick					
Walsh					
Armstrong					

CERTIFICATE OF APPOINTMENT OF CLERK

THIS IS TO CERTIFY, that at a regular or special meeting of the Board of Trustees of School District No. 1 of Lewis and Clark County, State of Montana, which was held on the 17th day of May 2022, (Teresa) Janelle Mickelson, was duly appointed to fill the office of District Clerk to serve at the pleasure of the Board for a 1 year term.

Trustees for District No. 1

- Trustee: Luke Muszkiewicz
- Trustee: Siobhan Hathhorn
- Trustee: Janet Armstrong
- Trustee: Terry Beaver
- Trustee: Lois Fitzpatrick
- Trustee: K Jennifer A. McKee
- Trustee: Kay Satre
- Trustee: Jennifer Walsh

OATH OF OFFICE

I do solemnly swear (or affirm) that I will support, protect and defend the Constitution of the United States, and the Constitution of the state of Montana, and that I will discharge the duties of my office with fidelity (so help me God).

Subscribed and sworn to before me this 17th day of May, 20 22

Print Name of Clerk: (Teresa) Janelle Mickelson

Signature of Clerk: _____

Print Name of County

Superintendent (or Designee): Katrina Chaney

Signature of County

Superintendent (or Designee): _____

Note: This form is to be presented to the Clerk after the trustees' organizational meeting.

20-1-202 and 20-3-325, MCA